



## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the Iowa IT Staff Augmentation Services Contract must initially register with CAI through the Supplier Management Portal, via the link below. If your company has already registered and has login credentials, you can log into the Portal via this link.

**<https://cai.service-now.com/sm>**

The Required Documentation outlined in this Criteria for Participation must be submitted as part of your enrollment within the Supplier Management Portal.

### **REQUIRED DOCUMENTATION:**

Please be aware that this documentation must stay current throughout the life of the contract for your company to actively participate in the program. The Supplier Management Portal will distribute automated alerts when your documentation is nearing expiration or has expired, and your company bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.

### **SUBCONTRACTOR AGREEMENT**

Please be sure to complete all parts of the subcontractor agreement.

The agreement must be signed by an authorized representative of your company. Electronic signatures are acceptable.

### **W-9**

Please include a signed copy of your company's W-9, using the IRS's most recent version. Be sure to include your company's EIN.

If your company has an old W9 Form on file, the most recent PDF form is available for download from the IRS website

Certificate of Insurance

Please provide a certificate of insurance, with an expiration date at least 30 days from today’s date, with the following coverage levels:

TYPE OF INSURANCE	LIMIT	AMOUNT
<b>General Liability (including contractual liability) written on an occurrence basis</b>	General Aggregate Products	\$2 Million
	Comp/Op Aggregate	\$2 Million
	Personal Injury Aggregate	\$2 Million
	Each Occurrence	\$1 Million
<b>Excess Liability, umbrella form</b>	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
<b>Technology Errors &amp; Omissions</b>	Each Occurrence	\$1 Million
	Aggregate	\$1 Million
<b>Workers Compensation and Employer Liability</b>	As required by State law	-
	Employer Liability	\$1 Million
<b>Cyber Liability/Network Security</b>	Each Occurrence	\$1 Million
	Aggregate	\$1 Million

**Please note:** Certificate of Insurance must designate CAI and the State of Iowa as an additional insured on all policies, must include the following endorsement: **“It is hereby agreed and understood that the State of Iowa is named as additional insured, and that the coverage afforded to the State of Iowa under this policy shall be primary insurance. If the State of Iowa has other insurance that is applicable to a loss, such other insurance shall be on an excess, secondary or contingent basis. The amount of the insurer’s liability under this policy shall not be reduced by the existence of such other insurance.”**, and it must also be endorsed to include a blanket waiver of subrogation. CAI’s address is as follows:

1390 Ridgeview Drive  
 Allentown, PA 18104

**E-VERIFY ENROLLMENT**

Your company must provide proof of enrollment in the E-Verify program offered through the US Department of Citizenship and Immigration Services. To enroll or for more information on the E-Verify program, please visit <http://www.dhs.gov/e-verify>

## **OPTIONAL DOCUMENTATION:**

### **TARGETED SMALL BUSINESS (TSB) CERTIFICATION**

Iowa certified targeted small businesses (TSBs) will be placed in Tier 1 which means they will have access to contract requisitions 12 hours ahead of the rest of the network (Tier 2).

If your company is certified as a TSB by the Iowa Department of Inspections and Appeals, please provide a photocopy of your certification.

If you'd like to learn about more about the TSB program and see if you qualify, please go to the following website: <https://www.iowaeda.com/small-business/targeted-small-business/>

Please note: TSB certification is not required to become part of the network.

### **IOWA-BASED BUSINESSES**

Vendors with their principal place of business in Iowa will also be placed in Tier 1. To be recognized as Iowa-based, your business must be registered with Iowa's Secretary of State (SOS), and your business' principal address must be an Iowa address.

To determine if your business is registered with the SOS, please go to the following website: [http://sos.iowa.gov/search/business/\(S\(bebsh145dlhrqha00kn3e5u5\)\)/search.aspx](http://sos.iowa.gov/search/business/(S(bebsh145dlhrqha00kn3e5u5))/search.aspx). You can find the address to which your business is registered by looking at the *Home Office* section of the *Summary Results*.

To locate the forms needed for SOS registration, please go to the following website:

<http://sos.iowa.gov/business/FormsAndFees.html>

If you need registration assistance, please contact the SOS office at 515-281-5204.

Please note: Being an Iowa-based business is not required to become part of the network.

### **ADDITIONAL SMALL/WOMAN/MINORITY BUSINESS CERTIFICATIONS**

If your company is recognized as a small, woman, or minority-owned business through any state or federal program, please provide proof of such certification.

Please note: This is not necessary to become part of the network.

## **QUESTIONS:**

If you have any questions about the enrollment process, please contact CAI's MSP Vendor Management Team via the **Contact Us** option within the Supplier Management Portal.